

**Town of Sunset Beach
Council Meeting
December 19, 2016**

MINUTES

Members Present: Mayor Robert Forrester, Mayor Pro-Tem Carol Scott, Councilman Peter Larkin, Councilman Mark Benton; Councilman John Corbett; and Councilman Rich Cerrato

Members absent: None

Attorney & Staff Present: Susan Parker, Town Administrator; Bonnie Bray, Finance Director; Kevin Dempsey, Fire Chief; Dustin Graham, Public Works Department Director; Joe Smith, Interim Police Chief; Richard Hathcock, GIS/Planner, and Lisa Anglin, Town Clerk

Mayor Forrester called the Meeting to order at 9:00 am and the Pledge of Allegiance was recited by those in attendance.

Draft Agenda Review and Approval

Mayor Forrester advised that the purpose of the Special Meeting scheduled for 11:00 am today has been placed on this agenda as New Business Item 6b and questioned if Councilman Benton and Councilman Cerrato would discuss this item within this meeting instead of holding a separate Special Meeting. Councilman Benton and Councilman Cerrato both agreed to hold the Special Meeting as scheduled and to remove New Business Item 6b.

COUNCILMAN CERRATO MADE A MOTION TO APPROVE THE AGENDA AS AMENDED. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Public Comments on Agenda Items Only

None

Minutes

Councilman Corbett requested that the November 15, 2016 Minutes be amended to reflect on page 2 that one of the points for the opposition to allowing cabanas was that no other communities within 100-mile radius allowed cabanas. Mayor Pro-Tem Scott objected to the addition as it was later discovered to be incorrect information. After a brief discussion, the Council reached a consensus to add the opposition point and to place in parenthesis that it was later discovered to be incorrect information.

MAYOR PRO-TEM SCOTT MADE A MOTION TO APPROVE THE NOVEMBER 7, 2016 REGULAR MEETING MINUTES, THE NOVEMBER 12, 2016 COMMUNITY MEETING AND THE DECEMBER 5, 2016 MINUTES AS WRITTEN AND THE NOVEMBER 15, 2016 REGULAR MEETING MINUTES AS AMENDED. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Old Business

Consideration of Adoption of Revised 16/17 Fee Schedule to Include Bathroom Cleaning Fee for Special Events held in the Park

Susan Parker, Town Administrator, advised that the Special Events Policy will be revised to include language that would make to bathroom fee non-mandatory for low impact events.

COUNCILMAN CERRATO MADE A MOTION TO ADOPT THE REVISED 16/17 FEE SCHEDULE INCLUDING THE BATHROOM CLEANING FEE FOR SPECIAL EVENTS HELD IN THE PARK. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Update of Hurricane Matthew Estimated Costs

Susan Parker, Town Administrator, provided the Council with an update of the preliminary costs incurred to date totaling \$295,852 with regard to Hurricane Matthew. Parker advised that some of this money will be reimbursed by FEMA and the State.

Consideration of Appointment of Fireman's Relief Fund Board Member

COUNCILMAN LARKIN MADE A MOTION TO RE-APPOINT LORI PEARCE AS THE FIREMAN'S REFIEF FUND BOARD MEMBER WITH A TERM EXPIRATION DATE OF JANUARY 2019. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Consideration of Approval of Pine Straw Hazard Letter and Recipients

Richard Hathcock, GIS/Planner, reviewed the proposed Pine Straw flyer to be mailed to property owners, rental companies, business owners, emailed to the Sunshine List and placed on the website. The firewise landscaping website will be placed on the Town website. Mayor Pro-Tem Scott requested that Staff perform additional research for draft ordinances that ban pine straw and regulate the use of outdoor grills. The Council agreed to add a Pine Straw Hazardous Article to the Annual Report. Mayor Pro-Tem Scott will add additional language to the proposed flyer for Council consideration during the January Meeting.

Consideration of Approval of an Extension for the FY 2015/2016 Auditor Contract

MAYOR PRO-TEM SCOTT MADE A MOTION TO APPROVE THE 2015/2016 AUDITOR CONTRACT EXTENSION FOR FEBRUARY 28, 2017. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

New Business

Consideration of Approval of Request from Sea Trail to Remove Trees

The Council reviewed the request from Sea Trail concerning the removal of 193 non-heritage trees from the Maples Course. The Council discussed the need to have a certified plan and tree survey to ensure the proposed trees are actually on the Sea Trail property and not that of other property owners. The Council agreed to send this item to the Planning Board. Susan Parker, Town Administrator, will respond to the Sea Trail Owner and advise that the Planning Board is reviewing the request.

MAYOR PRO-TEM SCOTT MADE A MOTION TO DIRECT THE PLANNING BOARD TO REVIEW THE UDO LANGUAGE CONCERNING TREE REMOVAL REQUESTS BY GOLF COURSES AND TO WORK WITH THE PUBLIC WORKS DIRECTOR AND THE PLANNING DEPARTMENT STAFF TO ASSIST WITH THE SEA TRAIL REQUEST INCLUDING

New Business (Cont.)

Consideration of Approval of Request from Sea Trail to Remove Trees (Cont.)

OBTAINING A CERTIFIED PLAN AND TREE SURVEY TO DETERMINE WHERE THE TREES ARE TO ENSURE THE TREES ARE LOCATED ON SEA TRAIL PROPERTY AND TO SUBMIT RECOMMENDATIONS TO THE COUNCIL. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Review upcoming Agenda Items and Identify New Agenda Items for January 9, 2017 Meeting

The Council reviewed the Disposition of Directives and made the following amendments:

- Moved – Item 18 Main St. Sidewalks Budget Discussion - January 9, 2017 Agenda
- Moved Item 17 and Added - Discussion of How to Proceed with Employee Salary & Benefits Package Study and Revision/Development of Benefits Package for Existing and Future Employees and Consideration of Salary Study RFQ - January 9, 2017 Agenda
- Added – Budget Topics/Suggestions for Development of Budget Retreat Agenda - January 17, 2017 Agenda
- Added – Development of List of Outstanding Questions for Attorney Richardson - January 17, 2017 Agenda
- Added – Draft Revisions of the Personnel Policy to April 3, 2017 Agenda
- Moved – Item 19 Island Parking Study Proposal/Results to the April 3, 2017 Agenda

Public Comments

John Seabok 1824 Seaside Road – Suggested parking on the island for residents using a pass or tag system and to charge non-residents for parking.

Jan Harris 206 North Shore Drive West – Questioned if public comments will be allowed during the Special Meeting scheduled at 11:00 am.

Closed Session

COUNCILMAN LARKIN MADE A MOTION TO GO INTO CLOSED SESSION TO PERFORM THE TOWN ADMINISTRATOR ANNUAL EVALUATION. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

COUNCILMAN CERRATO MADE A MOTION TO RETURN TO OPEN SESSION AND RECONVENE THE MEETING. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

Mayor Forrester advised that during Closed Session the Council began the Town Administrator annual performance evaluation; however, due to the Special Meeting scheduled for 11:00 am, the Council has returned from Closed Session to recess this meeting and take up the Special Meeting.

Recess Meeting

COUNCILMAN CERRATO MADE A MOTION TO RECESS THE DECEMBER 19, 2016 REGULAR MEETING UNTIL THE SPECIAL MEETING ADJOURNS. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Reconvene Meeting

COUNCILMAN CERRATO MADE A MOTION TO RECONVENE THE DECEMBER 19, 2016 REGULAR MEETING. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

Mayor Pro-Tem Scott advised that during the Special Meeting, the public did not get the opportunity to speak and requested Council consider allowing Public Comments now and the Council agreed.

Public Comments

Carol Santavicca 9109 Forest Drive – Questioned the confusion of the rules of procedures.

Jan Harris 206 North Shore Drive West – Questioned the method use to reverse the ban decision; advised that agenda items need to be clearly identified.

Milton Burns Cabana Company Owner – Questioned if the cabanas are banned or not.

Robert Donnelly 213 Planters Ridge Drive – Questioned if the cabanas are banned or not.

Gordon Bokelman 404 3rd Street – Spoke in favor of allowing cabanas and thanked the Council for the reversal vote.

Closed Session (Cont.)

COUNCILMAN CERRATO MADE A MOTION TO GO INTO CLOSED SESSION TO CONTINUE THE TOWN ADMINISTRATOR ANNUAL EVALUATION. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

COUNCILMAN LARKIN MADE A MOTION TO RETURN TO OPEN SESSION AND RECONVENE THE MEETING. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

Mayor Forrester advised that the Council completed the Town Administrator evaluation.

MAYOR PRO-TEM SCOTT MADE A MOTION TO PROVIDE SUSAN PARKER, TOWN ADMINISTRATOR, WITH A \$2,500 MERIT INCREASE A \$500 BONUS AND A ONE-YEAR EXTENSION TO HER CONTRACT. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY UNANIMOUS VOTE.

Adjournment

MAYOR PRO- TEM SCOTT MADE A MOTION TO ADJOURN THE DECEMBER 19, 2016 COUNCIL MEETING. MAYOR FORRESTER CALLED FOR A VOTE AND THE MOTION CARRIED BY A UNANIMOUS VOTE.

Town of Sunset Beach

Robert Forrester, Mayor

Submitted by:

Lisa Anglin, Town Clerk